



Maryland Youth Advisory Council

Foreward

Maryland State Government Article, §9-2701, Annotated Code of Maryland (ch. 559, Acts 2008) established in statute the Maryland Youth Advisory Council (the "Council"), and provides for its membership, powers, operation, and functions. These functions include informing the Governor and General Assembly of issues concerning youth, examining issues of importance to youth, recommending legislative proposals, and conducting a public awareness campaign to raise awareness about the Council among Maryland youth. The Council is empowered to set priorities and determine the function of subcommittees, standards of conduct, procedures, and the use of technology to facilitate meetings and communications.

Section I. Membership

- a. Representation: The Council shall seek in its membership a diverse representation reflecting the community. A total of no more than fifty-seven (57) members will serve on the council. Members to be selected by the Council will be selected with sensitivity toward gender, race, and geographic area represented.
- b. Membership Qualifications: Members to be selected by the Council must be 14-22 years old and attending secondary or post-secondary institutions. Fifteen (15) members shall be high school students, and eight (8) members must be students at institutions of postsecondary education located in the State of Maryland.
- c. Term Limits: Terms will be limited to one year (12 months), from September 1 to August 30th of the following year. A youth member who is selected after a term has begun serves only for the rest of the term and until a successor is selected and qualifies. Members may serve up to two (2) consecutive terms, provided they remain within the age limits and attend an academic institution as outlined in membership qualifications.
- d. Attendance: Attendance at Council meetings is expected from all members. Anyone unable to attend a meeting must contact a Co-Chair or the Secretary in order for his/her absence to be deemed excused. Two (2)

unexcused absences by a council member will result in contact from their appointing entity and may lead to dismissal from the Council.

Section II. Application Process

Members of the Youth Council shall be chosen through an application process. Interested parties shall complete an application form for the appointing entities, Governor's Office for Children, President of the Senate's Office, Speaker of the House's Office, Maryland State Department of Education, Maryland Higher Education Commission and the University System of Maryland. A designee of each agency, who will follow membership guidelines, shall appoint members.

Section III. Officers

The officers of the Youth Council shall be four Co-Chairs, one Vice Chair, and one Secretary, who shall be appointed by the Council.

Section IV. Officer Duties

The duties of the officers shall be as follows:

1. Co-Chairs

- a. The Co-Chairs shall be charged with the administration of the affairs of the Council
- b. The Co-Chairs shall preside over all meetings of the Council.

2. Vice Chair

- a. The Vice Chair shall assume the duties of the Youth Co-Chair during the their absence.
- b. The Vice Chair shall assist the Co-Chairs in performing their duties when requested.

3. Secretary

- a. The Secretary shall record, disseminate and maintain the minutes of all Council meetings and file them with the Co-Chairs.
- b. The Secretary shall prepare and receive correspondence for the Council and maintain proper files.

- c. The Secretary shall manage and follow up with Council members on RSVPs and other communication items.
- d. The Secretary shall perform other duties as ordinarily pertain to the office.

Section V. Executive Board Duties

The duties of the Executive Board shall be as follows:

- 1. The Executive Board shall appoint committees when necessary to research issues.
- 2. The Executive Board shall prepare an annual report summarizing the activities of the Council, to be submitted to the Governor on or before the last day of the youth members' terms.

Section VI. Roles and Responsibilities

The roles and responsibilities of the Officers, the Executive Board, and standing committees; and the responsibilities and code of conduct for all Council members shall be as detailed in Appendix A, as amended from time to time.

Section VII. Elections of Officers

The officers of the adult co-chairs are appointed by Governor's Office, the Speaker of the House and the President of the Senate. The Youth Co-Chair, Officers, and members of the Executive Board shall be elected annually.

The officers of the Youth Council shall be elected by a majority vote of the voting members present during the first meeting of the year.

Section VIII. Meetings

The annual organizational meeting of the Council shall be held as soon as practicable after appointments have been made, as scheduled by majority consensus.

The agenda of the annual meeting shall include reading of the roll call, minutes of the previous meeting, election of Officers, and establishment of the time and frequency of regular meetings which are to be held at least quarterly.

The Council shall conduct one educational meeting concerning the legislative process to which the President of the Senate, the Speaker of the House, the

Executive Director of the Department of Legislative Services, or their designees, shall be invited to speak.

The Co-Chairs may call special meetings of the Council with at least one week's prior notice. The call to the special meeting shall state the subject matter to be considered at the meeting. Such considerations at a special meeting shall be limited.

All meetings shall be open to the public.

Section IX. General Rules

All meetings shall be conducted in accordance with Robert's Rules of Order. The presence of 50% + 1 voting members shall constitute a quorum. A quorum is necessary to transact official business at any meeting.

From time to time, the Council may initiate or carry out activities addressing community concerns they deem relevant and important.

Additions to the agenda may be made by a majority vote of the Council at any meeting.

Section X. Role of Co-Chairs

Co-Chairs shall communicate upcoming issues to the Council, so the Council may respond accordingly.

Co-Chairs shall maintain the responsibility to educate the Council on how government operates.

Co-Chairs shall provide support staff to the Council to assist the Council in carrying out its duties.

Section XI. By-Laws and Amendments

These by-laws may be amended at a regularly scheduled meeting of the Council, provided a quorum is present, and providing further that the amendment is part of the agenda for the meeting and the Council membership has been notified of the proposed amendment(s) in writing.



Maryland Youth Advisory Council

- Members are required to attend at least 50% of meetings
- Members will arrive on time to meetings
- Members will arrive prepared for meetings
- Members will conduct themselves in a professional and responsible manner
- Members will treat each other with respect
- Members will work in the best interest of all youth in MD

- Members understand that their behavior reflects the State of Maryland. The perception of youth during public events and in public spaces (including internet sites like myspace.com and facebook.com) should reflect the seriousness of the role members have accepted. Members should avoid any unprofessional conduct in public, and be very careful about things they post on the internet

- Members shall comply with the Maryland Appointed Officials Ethics Laws, as applicable

- Members will actively participate in meetings
- Members will communicate via e-mail, phone, or the Yahoo group website (members are expected to check their e-mail on a daily basis)
- Members will serve as a liaison to other youth organizations they are affiliated with
- Members will provide their own transportation to and from meetings
- You will be provided with an agenda at each meeting

- Upon being absent two consecutive meetings, a member will have his or her membership reviewed by the appointing agency and may be asked to resign

- Members will have fun and learn from this valuable opportunity

By signing this document I understand my role and responsibilities as a member of the Maryland Youth Advisory Council.

Member's Name

Date



State of Maryland Executive Department

Martin O'Malley
Governor

Anthony Brown
Lieutenant Governor

Kimberley Malat
Interim Executive Director

**CONSENT FOR USE OF PHOTOGRAPHS
AND LIKENESSES AND/OR ARTWORK BY THE
GOVERNOR'S OFFICE FOR CHILDREN**

I give my consent to the Governor's Office for Children and its employees and designees (collectively "GOC"), to take and use visual images of me and/or my child(ren), whose name(s) and age(s) are: _____. "Visual images" include but are not limited to photographs, digital images, artwork, or renderings and accompanying written descriptions.

I represent, warrant and covenant that I own or otherwise possess all necessary rights with respect to the visual images, and that my submission of visual images for use by the GOC does not and will not infringe, misappropriate, use or disclose without authorization, or otherwise violate any intellectual property or proprietary right of any third party.

The visual images may be used by the GOC in any of their publications without notifying me in advance. Such potential uses include informational, educational, promotional, advertising, and trade, through any medium or format, including, but not limited to, videotape, film, photograph, digital, internet, or exhibition.

I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them. I understand that I will receive no consideration, monetary or otherwise, regardless of whether or not the project, or any part thereof, is published.

I release the GOC and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such visual images.

I hereby freely and voluntarily consent to the use and publication of the visual images by the GOC from this date forward until I revoke this consent in writing by contacting the Governor's Office for Children at 301 W. Preston St, 15th Floor, Baltimore, MD 21201.

Signature: _____

Printed Name: _____

Contact Number: _____

Date: _____